

**DEPARTMENT OF SOCIAL AND HEALTH SERVICES
HEALTH AND RECOVERY SERVICES ADMINISTRATION
Olympia, Washington**

To: Private Duty Nurses
Managed Care Organizations

Memorandum No: 06-59
Issued: June 30, 2006

From: Douglas Porter, Assistant Secretary
Health and Recovery Services
Administration (HRSA)

For information, contact:
800.562.3022 or go to:
<http://maa.dshs.wa.gov/contact/prucontact.asp>

Subject: Private Duty Nursing Services for Children: Fee Schedule Changes

Effective for dates of service on and after July 1, 2006, the Health and Recovery Services Administration (HRSA) will update the Private Duty Nursing Fee Schedule with the one percent (1%) vendor rate increase that was appropriated by the Legislature for the 2007 state fiscal year.

Maximum Allowable Fees

The 2006 Washington State Legislature appropriated a one percent (1%) vendor rate increase for the 2007 state fiscal year. The maximum allowable fees have been adjusted to reflect these changes.

Visit HRSA's web site at <http://maa.dshs.wa.gov>. To view a current fee schedule, click on Provider Publications/Fee Schedules, then Fee Schedules.

Bill HRSA your usual and customary charge.

Place of Service

Reminder: Effective July 1, 2006, all claims submitted to HRSA must include the appropriate Medicare **two-digit place of service code**. Claims with a single-digit place of service code will be denied.

National Correct Coding Initiative

HRSA continues to implement the National Correct Coding Initiative (NCCI) policy. The Centers for Medicare and Medicaid Services (CMS) created this policy to promote national correct coding methods. NCCI assists HRSA to control improper coding that may lead to inappropriate payment. HRSA bases coding policies on:

- The American Medical Association's (AMA) Current Procedural Terminology (CPT®) manual;
- National and local policies and edits;

- Coding guidelines developed by national professional societies;
- The analysis and review of standard medical and surgical practices; and
- Review of current coding practices.

HRSA may perform a post-pay review on any claim to ensure compliance with NCCI. Visit the NCCI on the web at <http://www.cms.hhs.gov/physicians/cciedits>.

Billing Instructions Replacement Pages

Attached are updated replacement fee schedule pages and appendix for HRSA's current *Private Duty Nursing Services for Children Billing Instructions*.

How do I conduct business electronically with HRSA?

You may conduct business electronically with HRSA by accessing the WAMedWeb at <http://wamedweb.acs-inc.com>.

How can I get HRSA's provider documents?

To obtain HRSA's provider numbered memoranda and billing instructions, go to HRSA's website at <http://maa.dshs.wa.gov> (click on the **Billing Instructions/Numbered Memoranda** or **Provider Publications/Fee Schedules** link).

To request a free paper copy from the Department of Printing:

1. **Go to:** <http://www.prt.wa.gov/> (Orders filled daily.)
 - a) Click **General Store**.
 - b) If a **Security Alert** screen is displayed, click **OK**.
 - i. Select either **I'm New** or **Been Here**.
 - ii. If new, fill out the registration and click **Register**.
 - iii. If returning, type your email and password and then click **Login**.
 - c) At the **Store Lobby** screen, click **Shop by Agency**. Select **Department of Social and Health Services** and then select **Health and Recovery Services Administration**.
 - d) Select **Billing Instructions, Forms, Healthy Options, Numbered Memo, Publications, or Document Correction**. You will then need to select a year and then select the item by number and title.
2. **Fax/Call:** Dept. of Printing/Attn: Fulfillment at FAX 360.586.6361/telephone 360.586.6360. (Orders may take up to 2 weeks to fill.)

How do I bill for services provided to PCCM clients?

When billing for services provided to PCCM clients:

- Enter the referring physician or Primary Care Case Manager (PCCM) name in field 17 on the HCFA-1500 claim form; and
- Enter the seven-digit identification number of the PCCM who referred the client for the service(s) in field 17a. If the client is enrolled with a PCCM and the PCCM referral number is not in field 17a when you bill HRSA, the claim will be denied.

What records must be kept? [Refer to WAC 388-502-0020]

Enrolled providers must:

- Keep legible, accurate, and complete charts and records to justify the services provided to each client, including, but not limited to:
 - ✓ Patient's name and date of birth;
 - ✓ Dates of service(s);
 - ✓ Name and title of person performing the service, if other than the billing practitioner;
 - ✓ Chief complaint or reason for each visit;
 - ✓ Pertinent medical history;
 - ✓ Pertinent findings on examination;
 - ✓ Medications, equipment, and/or supplies prescribed or provided;
 - ✓ Description of treatment (when applicable);
 - ✓ Recommendations for additional treatments, procedures, or consultations;
 - ✓ X-rays, tests, and results;
 - ✓ Dental photographs/teeth models;
 - ✓ Plan of treatment and/or care, and outcome; and
 - ✓ Specific claims and payments received for services.
- Assure charts are authenticated by the person who gave the order, provided the care, or performed the observation, examination, assessment, treatment or other service to which the entry pertains.
- Make charts and records available to DSHS, its contractors, and the US Department of Health and Human Services, upon their request, for at least six years from the date of service or more if required by federal or state law or regulation.

The Private Duty Nursing for Children Fee Schedule (previously found on pages F.4) is now located in the appendix. To view or download the Fee Schedule, click [Appendix](#).

Health & Recovery Services Administration (HRSA)
Private Duty Nursing Fee Schedule
Effective July 1, 2006

Code Status Indicator	Billing Code	Modifiers			Comments	Maxamum Allowable Rate	EPA/PA
R	T1000	TD			RN, per 15 min	\$8.03	
R	T1000	TD	TU		RN, per 15 min, overtime	\$10.84	
R	T1000	TD	TV		RN, per 15 min, holiday*	\$10.84	
R	T1000	TD	TK		RN-second client; same home, per 15 min.	\$4.01	
R	T1000	TD	TK	TV	RN-second client; same home, per 15 min., holiday*	\$5.41	
R	T1000	TE			LPN, per 15 min.	\$6.19	
R	T1000	TE	TU		LPN, per 15 min. overtime	\$8.35	
R	T1000	TE	TV		LPN, per 15 min., holiday	\$8.35	
R	T1000	TE	TK		LPN - second client; same home, per 15 min.	\$3.09	
R	T1000	TE	TK	TV	LPN - second client; same home, per 15 min., holiday	\$4.18	

Modifiers In This Fee Schedule

TD = RN
TE = LPN
TV = Holiday
TK = Second client
TU = Overtime

Status Indictors

D = Discontinued Code
N = New Code
P = Policy Change
R = Rate Update